

10.4.1

MARK WEST UNION SCHOOL DISTRICT
Minutes of the Regular BOARD OF TRUSTEES MEETING
Tuesday, January 7, 2025

The meeting was held at the District Office Learning Center
305 Mark West Springs Rd.
Santa Rosa, CA 95404

The meeting opened to the public 5:00 P.M.

1. CALL TO ORDER, ROLL CALL: 5:00 P.M.

Board Members

Sara Azat, President
Brian Burke, Clerk
Victor McKnight
Priscilla Jaworski-Quintanilla
Aaron Smith

Staff Members

Dr. Rachel Valenzuela, Superintendent
Renee Loeza, Chief Business Official
Lisa Warne, Director of Instructional Services
Michelle Franci, Special Education Coordinator
Principals: Emily Todd, Patrick Eagle, Kelli Osorio
Lisa Chapman
Mason Nakamura, Director of Maintenance & Operations
Jose Santamaria, Information Technology Manager
Alicia Mills, District Executive Assistant

PUBLIC PARTICIPATION

At this time, members of the public may seek clarification about any item on the Closed Session agenda for as long as the item is under the jurisdiction of the Board. Comments shall be limited to three minutes per person for a total of 20 minutes. Any person interested in the following items on the agenda will be allowed an opportunity to address the Board at this time.

2. CLOSED SESSION – 4:00 P.M.

2.1 Public Employment (Resignations, Hirings, Leaves, Contracts, Reassignments, Layoffs)
(Government Code 54957)

2.2 Conference with Legal Counsel: Anticipated Litigation (Government Code 54957.7)

3. STUDY SESSION: - There was no Study Session

4. OPEN SESSION: PUBLIC MEETING: 5:00 P.M.

4.1 The meeting was called to order at 5:00 P.M.

4.2 Pledge of Allegiance

4.3 Introductions

4.4 Approval of Agenda Order

On a motion by Trustee Jaworski-Quintanilla, second by Trustee Burke, the Agenda Order was approved.
Aye=5, Nay=0, Abstention=0, Absent=0

4.5 Report Out of Closed Session

There was no report out of Closed Session

5. PRESENTATIONS/RECOGNITIONS

There were no student presentations as staff and students returned from Winter Break on January 6, 2025

6. BOARD CORRESPONDENCE

7. BOARD COMMUNICATIONS/MATTERS

(Board Communications/Matters item is provided for the purpose of sharing school-related activities, school visitations, conferences attended, meetings scheduled. Board members may share any district related issues with other members of the Board and Staff. No formal Board of Education action will be taken.)

8. ADMINISTRATIVE REPORTS

8.1 School Reports/Principals – all will present oral reports

Emily Todd, John B. Riebli

- TK tours have been very popular; numerous requests
- Cal Skate Night was well attended
- We saw good growth on assessments; Kindergarten increased from 42 to 60. Please reach out to Mrs. Todd if you would like to review more of the
- The Gingerbread Man play in December was adorable
- One School, One Book begins at the end of the month. “The Water Horse” is the Book we will all be reading

Kelli Osorio, Mark West Elementary

- Students were excited to return from Winter Break
- Teachers were ready jumped right back into it – lots of Math
- Rules Round Up slides were reviewed as a reminder
- The PTA Meeting focused on plans for the Spring Walk-a-Thon

San Miguel Elementary – Patrick Eagle

- District nurse, Jen Shubin, joined the staff meeting and taught the staff how to administer an Epi Pen
- In December, the PTO sponsored a Christmas Bingo game which was enjoyed by all
- We will host a Family Dance in February
- Girls basketball begins at the end of the month
- Mr. Music led a Holiday Sing Along in December
- The Quirekus Choir performed and everyone thoroughly enjoyed

Mark West Charter – Lisa Chapman

- Students read to their Kindergarten buddies at Mark West Elementary
- 71 students earned the “Caught you Being Good” award
- 12 alumni visited the day before break
- This Thursday we hold the lottery for the 2025-2026 school year. 21 in the lottery, 20 spaces currently available, 15 on the waiting list

8.2 Special Education Coordinator/Michelle Franci

- Fun to have last year's 8th graders back to visit
- Wednesday, is a Professional Development Day – working on and examining essential standards with ELA – assessments due in data base

8.3 Director of Instructional Services/Lisa Warne

- Youth Truth window has opened
- We will be providing teachers time to complete the staff survey at the Professional Development Day
- Narrowing down MTSS standards to essential standards. Working on developing some common formative assessments
- Continue to develop the EWS
- Counseling team update – SEL platform being piloted – counselors will be meeting to explore more
- Finishing up the DIBELS middle of the year screening assessment

8.4 Director of Maintenance & Operations/Mason Nakamura

- District wide general cleaning, MWE thermal meter cleaning, 3 pistachio trees removed behind behind the John B. Riebli MPR

8.5 Information Technology Manager/Jose Santamaria

- Ticketing system is being used – Mr. Santamaria has been training at each school
- Working on various long term and short term issues that arise
- For the last few months we have been assessing our network infrastructure; both hardware and software.
- Added another level of security to our email system; also working on filtering out old accounts

Trustee Jaworski-Quintanilla asked if onboarding of new staff includes teaching people how to use the systems? Dr. Valenzuela added that we have been shoring up our new hire orientation in regard to technology. Trustee Azat suggested that the training embedded in Google Suite through emails, might be beneficial for new staff.

8.6 Superintendent's Report/Dr. Rachel Valenzuela

- During site and classroom visits, Dr. Valenzuela has noticed how significantly our TK and Kindergarten students are excelling; she loves to see the enthusiasm and their passion for learning!
- Current TK/Kindergarten Enrollment for the 2025/2026 school year: TK – 86 completed enrollments w/ 15 incomplete enrollments still pending. Kindergarten enrollments up 8 from the previous year at this time. Overall numbers have increased slightly since last year at this time
- With the potential of some elementary schools closing in surrounding areas, we have received numerous phone calls inquiring about our programs and the placement of students in 1st-6th grades
- Online Enrollment for NEW students entering grades 1st-6th grades in the 2025-2026 school year will open February 11, 2025

9. PUBLIC PARTICIPATION

At this time, members of the public may seek clarification about any item on the agenda or not on the agenda as long as the item is under the jurisdiction of the Board. Comments shall be limited to three minutes per person for a total of 20 minutes. Any person interested in the following items on the agenda will be allowed an opportunity to address the Board at the end of Board discussion on that item.

10. CONSENT AGENDA

The following items are considered routine and can be handled with one action since it is recommended that all items be approved unanimously. Board members may request that any item be discussed or moved to a future calendar.

10.1 PERSONNEL

10.1.1 Consideration of Approval of all items on the Personnel Form

10.2 BUSINESS

10.2.1 Consideration of Approval of the Vendor Warrant Report

10.2.2 Consideration of Approval of the Statement of Facts – Roster of Public Agencies Filing

10.2.3 Consideration of Approval of the Visual and Performing Arts (VAPA) Teacher Job Description

10.2.4 Consideration of Approval of the Williams Settlement Quarterly Uniform Complaint Summary
10/1/24 – 12/31/24

10.2.5 Consideration of Approval of Mrs. Tunzi and Mrs. Johnson's 4th Grade classes at John B. Riebli Elementary – Overnight Field Trip Request to Coloma, April 7 – April 8, 2025

10.2.6 Consideration of Approval of the Updated Certificated Auxiliary Pay Scale

10.3 CURRICULUM

10.3.1 Consideration of Approval of the 2023/2024 School Accountability Report Cards (SARC)
pending an Informational Update from the CDE:

John B. Riebli Elementary SARC
Mark West Elementary SARC
San Miguel Elementary SARC
Mark West Charter School SARC

10.4 MINUTES

10.4.1 Consideration of Approval of the Minutes of the Regular Board Meeting – December 10, 2024

10.4.2 Consideration of Approval of the Minutes of the Annual Board Organizational Meeting –
December 17, 2024

10.5 FACILITIES

10.6 DONATIONS

10.6.1 Consideration of Approval of a \$1,000.00 scholarship from the Angel Island Station Foundation to Mrs. Bourdage's 5th grade class field trip on January 16, 2025

10.6.2 Consideration of Approval of a \$250.00 donation from Silver Star Inc. to John B. Riebli Elementary for the 6th grade

10.6.3 Consideration of Approval of a \$250.00 donation from Senior Care Living to John B. Riebli Elementary for the 6th grade

10.6.4 Consideration of Approval of a \$250.00 donation from Cloverus, Inc. dba Clover Senior Care to John B. Riebli Elementary 6th grade

Trustee Burke read the donations and extended the Board's appreciation to the generous donors.

On a motion by Trustee McKnight, second by Trustee Burke, the Consent Agenda was approved. Aye=5, Nay=0, Abstention=0, Absent=0

11. ACTION/DISCUSSION ITEMS

11.1 BUSINESS

11.1.1 Consideration of Approval of the Audit Certification, 2023-2024 Financial Report/Audit (No Findings); Audit Review Letter from Stephen Roatch Accountancy Corporation for the year ending June 30, 2024

On a motion by Trustee Jaworski-Quintanilla, second by Trustee McKnight, the Audit Certification, 2023-2024 Financial Report/Audit (no findings), and the Audit Review Letter from Stephen Roatch Accountancy Corporation for the year ending June 30, 2024 were approved. Aye=5, Nay=0, Abstention=0, Absent=0

11.2 CURRICULUM

11.3 FACILITIES

11.3.1 Consideration of Approval of the December 2024 Facility Inspection Tool (FIT) Reports for:

John B. Riebli Elementary
Mark West Elementary
San Miguel Elementary
Mark West Charter School

On a motion by Trustee Burke, second by Trustee Smith the 2024 Facility Inspection Tool (FIT) Reports for John B. Riebli Elementary, Mark West Elementary, San Miguel Elementary and Mark West Charter School were approved. Aye=5, Nay=0, Abstention=0, Absent=0

11.4 BOARD POLICIES

11.5 ADMINISTRATION

12. EVALUATION OF THE BOARD MEETING

The Board members may comment or request items pertaining to the Board meeting.

13. INFORMATIONAL ITEMS

13.1 Stimulus Funding Report

14. FUTURE MEETINGS

The next Regular Board meeting will be held on Tuesday, February 11th, 2025 at 5:00pm.

15. ADJOURNMENT

ADA Compliance

In compliance with Government Code § 54954.2(a), the Mark West Union School District, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Acts of 1990 (42 U.S.C. § 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting, should contact Alicia Mills, District Executive Assistant, 707-524-2972.

Respectfully Submitted By:

Approved By:

Dr. Rachel Valenzuela, Superintendent

Brian Burke, Board Clerk